



Report to the Auburn City Council

Action Item

Agenda Item No.

9

City Manager Approval

To: Mayor and City Council Members
From: Bernie Schroeder, Director of Public Works
Date: May 14, 2012
Subject: Airport Operations Technician Position Recruitment

The Issue

Shall the City Council approve of the recruitment of the Airport Operations Technician position?

Conclusion and Recommendation

Staff recommends, BY MOTION, the Council authorize the recruitment of the Airport Operations Technician position.

Background

The Auburn Municipal Airport has been operating without on-site staff since October 2011 with assistance from the Public Works Department. The Public Works Department has been managing the daily operations of the Airport. Due to Airport being off-site for all employees, the addition of the Airport Operations Technician will assist Public Works staff in the operations at the airport by being available on-site. The primary function of the Airport Operations Technician will be coordinating with Public Works staff regarding repairs and maintenance, coordinating with the Airport Users, performs and assists with daily airport operations. The Airport Operations Technician will be available to function as on the on-site City representative.

The Airport Operations Technician job description is attached for review by the Council prior to recruitment. City staff has been working with the 5AC to incorporate their input and have concluded that the position will be of a benefit to the Auburn Airport and will fulfill needs that currently exist at the Airport. The position will be a contract employee working 20 hours per week.

Alternatives Available to Council; Implications of Alternatives

1. Proceed with Staff Recommendation
2. Do not proceed with staff recommendation

Fiscal Impact

The Airport Operations Technician position will be funded by the Airport Fund at approximately \$20,800 per year. The position will be a contract employee.

AIRPORT OPERATIONS TECHNICIAN

DEFINITION

Under the City's Airport Manager or designee's supervision, to maintain airport equipment, facilities and grounds; to assist in the enforcement of airport regulations and in the implementation of emergency response procedures; and to perform related duties as assigned.

CLASS CHARACTERISTICS

The Airport Operations Technician position independently performs the full scope of airport maintenance and operations related assignments. This position is responsible for general oversight and maintenance airport work, including technical electronics, assisting in operations, and in enforcing rules and regulations.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Inspects airports for safety and maintenance needs.
- Assists with daily airport operations, including opening and closing runways if necessary, notifying users of conditions, explaining airport minimum operating standards and procedures to pilots and others, etc.
- Coordinates with Public Works Personnel regarding the necessity for repairs and maintenance needs such as specialized airport electronics and electrical equipment, such as slope and path indicators, beacons, runway lights, AWOS computer, relays and related radio and systems, and changes light bulbs if necessary.
- The necessary maintenance and repairs needed on runway and other paved and unpaved roads and areas.
- Coordinates, Monitors and Assures collection of Monthly Tie Down space fees.
- Maintains grounds, including mowing grass, removing weeds, removing debris, watering lawns and shrubbery, trimming shrubbery and trees, applying pesticides, maintaining / repairing fencing and gates; maintains and repairs irrigation systems as requested by Public Works.
- Assists in emergency response operations; initiates calls to response teams; preserves accident scenes; responds to fires and medical emergencies, providing assistance to emergency personnel as needed.
- Functions as City airport representative; during weekends, nights, and holidays as needed
- Assists in scheduling maintenance and repairs performed by vendors or other City departments
- Participates in formulation of emergency operating procedures

- Coordinates with State and Federal agencies on use of airport during fire fighting activities
- Communicates with FAA (Federal Aviation Administration) regarding runway closures and other safety issues by posting NOTAMS (Notice to Airmen) as required
- Confers with management on priorities, needed repairs and inventory levels
- Prepares complete and accurate records of construction and maintenance related work completed
- Receives and responds to inquiries, concerns and complaints regarding areas of responsibility
- Attends training, meetings, workshops, etc., as required to enhance job knowledge and skills
- Attends Airport users meetings including but not limited to Auburn Aviation Association Airport Advisory Committee (5AC) and Auburn Aviation Association (AAA).
- Perform related duties as required

MINIMUM QUALIFICATIONS

Knowledge of :

- All pertinent federal, state and county laws, codes, rules, regulations and standards, pertaining to governing airport operations and safety practices.
- City and department policies and procedures
- Safe and efficient operations of fueling, lighting, Transmitters, and other airport equipment
- Use and care of tools used in general maintenance and minor repairs of airport equipment, grounds and facilities
- Modern office methods, equipment and procedures including basic word processing and spread sheet software applications
- Methods, materials, tools and equipment used in troubleshooting, maintaining and repairing airport electronic, electrical, plumbing equipment and systems, in performing general carpentry and construction work, and in maintaining and repairing asphalt, concrete and unpaved areas.
- Basic mathematics.
- Safe work practices
- Records preparation and maintenance techniques

Ability to:

Interpret and apply pertinent federal, state and local laws, rules and regulations, and City policies and procedures, including Auburn Airport Minimum Operating Standards (MOS)

Understand and follow oral and written instructions

Perform work safely following all rules and regulations, including conducting safety checks of airport equipment and facilities

Establish and maintain effective and cooperative working relationships with those contacted in the course of the work; dealing tactfully and courteously with those contacted in the course of work.

Prepare and maintain accurate logs and records

Communicate clearly and concisely, both orally and in writing

Preparing and maintaining accurate reports and records

Education:

A high school diploma or GED equivalent

Experience:

Two years of increasingly responsible maintenance experience in an airport setting, including airport electronics responsibilities

Physical Demands and Working Conditions:

Willingness and ability to work unusual schedules and multiple shifts during emergencies or during periods of fire fighting activities

Must have the ability to lift and carry heavy materials and tools, and climb, crawl and stoop to reach work; must be willing to work in temperature extremes and inclement weather; must be willing to work aerially, underground and in exposure to bacterial contamination and hazardous chemicals.

Other Requirements:

Must possess a California driver's license and have a satisfactory driving record

This class description lists the major duties and requirements of the job and is not all inclusive. Not all duties are necessarily preformed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.